



Uxbridge Historical Centre
7239 Concession Road 6, P.O. Box 1301
Uxbridge, ON, L4A 1G9
(905)-852-5854 | museum@uxbridge.ca
uxbridgehistoricalcentre.com

Curator & Manager (2022)

Department: Township of Uxbridge, Community Services, Uxbridge Historical Centre

Duration: 8 months full-time, April to November (1,120 hrs, 35 hrs/week), 5 months part-time, November-April (20 – 300 hrs. total)

Type of Employment: Contract, full/part-time (Repeating)

Rate of Pay: \$27.26 – \$31.89 (Hourly)

Description:

The Township of Uxbridge is seeking to fill the position of Curator & Manager, Uxbridge Historical Centre (UHC). The Uxbridge Historical Centre is a municipally operated community museum and archives located in the Trail Capital of Canada. Located on a 5-acre site that overlooks the beautiful Uxbridge Valley and Oak Ridges Moraine, the UHC consists of 10 buildings and a collection of more than 10,000 artifacts and 6,000 archives. The UHC connects today's audiences with the rich heritage of Uxbridge Township through the collection, preservation, interpretation and display of artifacts, documents and photographs, and related programming, events, and workshops.

The Curator & Manager manages and oversees all operations of the UHC, with specific attentions to collections management, exhibition development, and facility maintenance. The Curator & Manager is knowledgeable of municipal museum operations and serves as the primary operator of the UHC. Working with the Museum Advisory Committee, senior staff, and Council, the Curator & Manager serves as a steward for the UHC, leading the institution to achieving short and long-term goals in accordance with the museum's mandate, vision, and mission.

Responsibilities:

- Manage and oversee all operations the Uxbridge Historical Centre in accordance with museum mandate, vision, mission, and goals. Tasks include but are not limited to; collections management, exhibition development, facilities management, grant writing, staff supervision, and policy development
- Maintains up-to-date information on and seeks alternative sources of funding, grants, sponsorships, and public/private partnerships; prepares grant applications and liaises with the appropriate granting agencies
- Collaborate on and develop key museum policies, projects, and events in accordance with *Standards for Community Museums in Ontario* with stakeholder groups. Groups include but are not limited to; Museum Advisory Committee, Township of Uxbridge senior staff, Uxbridge Township Council, Uxbridge-Scott Historical Society, other interest groups
- Manage the operation of UHC site and staff within budget; provide input into and administers annual operating budget; provide input into museum's capital budget and facilities maintenance requirements.
- Trains and supervises Programming & Events Coordinator, seasonal students, interns, and volunteers; oversees external contract staff
- Liaises with stakeholders and contributes to the development and implementation of new activities and partnerships related to history, culture, and tourism



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- Ensures that all Township Health and Safety and Occupational Health & Safety Act policies and procedures are adhered to; maintains site's regular health and safety monitoring program; represents UHC on the Township's Joint Health and Safety Committee.
- Responds to and executes research requests related to the UHC, collection, and Township of Uxbridge history
- Maintain confidentiality in accordance with the Municipal Freedom of Information and Protection of Privacy Act
- Other duties as assigned

Qualifications:

- Post-secondary degree or diploma in Museum Studies, Conservation, History, Public History, or related discipline, or equivalent combination of education and experience
- 2+ year(s) experience in a supervisory role in a gallery, library, archive, or museum
- Knowledge and understanding of Ministry Standards for Community Museums in Ontario and ability to meet or exceed those standards related to goals and expectations for this position
- Experience managing collections, knowledge of PastPerfect 5.0 or similar collections management software
- Excellent communication, interpersonal, and customer service skills
- Superior research, writing, and editing skills
- Knowledge of Canadian and Indigenous history, including a practical knowledge and ability to communicate heritage handicrafts, trades, and interpretive skills
- Ability to work flexible hours, including evenings and weekends, when required
- First Aid Certification (First Aid & CPR/AED Level-C)
- Ability to acquire Vulnerable Sector Screening
- Experience in Municipal sector an asset
- Experience grant writing an asset
- Bilingualism an asset

How To Apply:

Please apply with a resume, cover letter, and a digital portfolio featuring 1-3 collections/exhibitions-focused projects in one PDF document to Amanda Ferraro, Director of Community Services, at aferraro@uxbridge.ca with the subject line "Curator & Manager Application." **Applications will be accepted up to Thursday July 28th at 4pm.** We thank all those who apply, however, only those candidates selected for an interview will be contacted.

This position is subject to providing proof of full vaccination against COVID-19 in alignment with the Township Policy September 23, 2021, COVID-19 Vaccination Policy. Successful candidates will be required to be fully vaccinated with a Health Canada or the World Health Organization approved COVID-19 vaccine series with the final dose at least 14 days prior to your start date. The Township will consider



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cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.

The Township of Uxbridge is an equal opportunity employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.